

FIRST DRAFT of letter for Director's Signature

H. P. Martin, Esquire  
Director, Office of the Foreign Service  
Department of State  
Washington, D. C.

Dear Mr. Martin:

Thank you for your letter FR of May 6, 1949, about comments and appraisals from this Agency on the reporting documents received from the Foreign Service.

We find the Foreign Service reports very useful and shall be glad to cooperate with your Office by submitting constructive criticism and suggestions for improvement, so that these reports may more satisfactorily meet the requirements of this Agency.

Just the other day one of my Office's called my attention to a Foreign Service report from Iceland which it found most helpful. Lacking your forms DS-509 and DS-767, I am enclosing a memo thereon for your appropriate use.

I assume that most of the reports useful to this Agency are in your "political" classification so suggest that if it is feasible you forward to

a dozen of the mimeographed instruction sheets "Reporting Appraisal System" Departmental Announcement 11, about a hundred forms DS-767, and a few dozen forms DS-509.

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DRAFT OF A LETTER FOR THE DIRECTOR'S SIGNATURE

23 May 1949

C. M. Ravndal, Esquire  
Director General of the Foreign Service  
Department of State  
Washington 25, D. C.

Dear Mr. Ravndal:

Reference is made to Mr. Martin's letter FR of May 6, 1949, about comments and appraisals on the reporting documents received by this Agency from the Foreign Service.

CIA finds the Foreign Service reports very useful and will be glad to cooperate with your office by submitting constructive criticism and suggestions for improvement, so that these reports may more satisfactorily meet the requirements of this Agency.

In view of the large number of documents furnished to CIA by the Foreign Service, comments cannot be submitted on all of them even though this does afford CIA a welcome opportunity to contribute to the guidance of the reporting officers. In effect, CIA will be able to render appraisals of only those documents which are exceptionally good or noticeably deficient. However, this does not preclude the evaluation also of items which your Division of Foreign Reporting Services feels should be commented upon for its own reasons. Just the other day one of my Officers called my attention to a Foreign Service Report from Iceland which it found most helpful. Lacking your Forms DS-509 and DS-767, I am enclosing a memorandum thereon for your appropriate use.

I assume that most of the reports used <sup>by</sup> for this Agency are in your "political" classification, so suggest that if it is feasible you forward to  2430 E Street, N.W., a dozen of the mimeographed instruction sheets "Reporting Appraisal System", Departmental Announcement 11, about 100 forms DS-767, and a few dozen forms DS-509. We shall be glad to submit them from time to time to the designated office and ~~assure~~ <sup>are sure</sup> that this system will be of mutual

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benefit. <sup>IV</sup> It is noted that a representative of the Division of Foreign Reporting Services will be able to discuss the appraisal system with representatives of this Agency. It is believed that such discussions with representatives of our Office of Reports and Estimates would be of great value in establishing the necessary procedures for implementing this new system. It would be appreciated, therefore, if this representative could telephone to  STAT to make the necessary arrangements.

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cc:

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